

AREA Special Services	DIVISION Inland	NUMBER 805
EVALUATED BY Sergeant Dan DeLong, ID #13416		DATE 02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 02/20/2009	
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE _____

1. MANAGEMENT FUNCTIONS

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. What functions of management were observed?

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Current Organizational Chart?

(1) Lines of authority, responsibility, and training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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b. How are personnel informed of commander's absence? E-mail, MIS, and direct communication with subordinates

(1) Alternate assigned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Division notified via comm-net?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

c. Have collateral duties been assigned to supervisors?

(1) Officers aware of assignments and/or changes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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d. How was efficiency of the organization tested? Scheduling, training, activity, gran/overtime details, and unit responsibilities met

e. Is there an appropriate span of control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3. JOB DESCRIPTIONS

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Local procedure for periodic review?

(1) Date of last review update? In compliance with departmental policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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b. Authority limits explained?

c. Written job descriptions for positions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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(1) Where are job descriptions kept? Each unit's Standard Operating Procedures

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Commander's methods to disseminate and receive information? E-mail, MIS, staff meetings, training days, and direct communication with subordinates

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Commendable form 2's, 100/136 form comments, training day acknowledgements, submits names for appropriate departmental sponsored awards.

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? E-mails, chain of command, and direct communication

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No


(2) Is there an agenda?

☒ Yes ☐ No

b. How often are Area meetings held? As deemed necessary			
(1) Who coordinates agenda? Management and supervisors			
(2) Who takes minutes? Designated by rotation			
(3) Is action taken, with subsequent follow-up?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are successive meetings held? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
d. Are Top Management minutes discussed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Does commander support departmental programs?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do employees understand information disseminated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Are special interest programs planned? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
f. Are schedules arranged for maximum attendance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Is information conveyed to absent members?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. What is the frequency of staff meetings? In accordance with departmental policy			
(1) Agendas distributed prior to meetings?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who attends? Available personnel assigned to each unit			
(3) Action taken, with subsequent follow-up?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Are sergeants-only meetings held? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
i. What is the frequency of nonuniformed meetings? Periodic, nonuniformed personnel will also attend meetings held by their units			
(1) Who schedules these meetings? Supervisors			
(2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed. Support to the unit and supervisor.			
(3) Action taken, with subsequent follow-up?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. MANAGEMENT OF TIME	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Is time spent on activities proportionate to importance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Commander/lieutenant/sergeants available other than business hours?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. COLLECTIVE BARGAINING	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the commander comply with Contract Interpretations (CI)?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a library copy of all CIs exist?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Employee groups notified prior to changing policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Employee contract training for nonuniformed supervisors?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Managers/supervisors understand grievance/complaint procedures?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA Inland Comm. Ctr.	DIVISION Inland	NUMBER 818
EVALUATED BY T. Rodriguez		DATE 02/16/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> Correction Report BY _____ 	COMMANDER'S REVIEW DATE 2-19-09

1. MANAGEMENT FUNCTIONS

a. What functions of management were observed?

	EVALUATED	ACTION REQUIRED	CORRECTED
(1) Planning adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Organization adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Staffing adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Directing adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Controlling adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) Delegating adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. ORGANIZATION

	EVALUATED	ACTION REQUIRED	CORRECTED
a. Current Organizational Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Lines of authority, responsibility, and training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. How are personnel informed of commander's absence? Refer to attached CHP 454			
(1) Alternate assigned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Division notified via comm-net?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have collateral duties been assigned to supervisors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Officers aware of assignments and/or changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. How was efficiency of the organization tested? Refer to attached CHP 454			

e. Is there an appropriate span of control?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. JOB DESCRIPTIONS

	EVALUATED	ACTION REQUIRED	CORRECTED
a. Local procedure for periodic review?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Date of last review update? Refer to attached CHP 454			
b. Authority limits explained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Written job descriptions for positions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(1) Where are job descriptions kept? Refer to attached CHP 454

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Commander's methods to disseminate and receive information? Refer to attached CHP 454

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Refer to attached CHP 454

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? Refer to attached CHP 454

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

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b. How often are Area meetings held? Refer to attached CHP 454

(1) Who coordinates agenda? Refer to attached CHP 454

(2) Who takes minutes? Refer to attached CHP 454

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☒ Yes ☐ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☒ Yes ☐ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☒ Yes ☐ No

g. What is the frequency of staff meetings? Refer to attached CHP 454

(1) Agendas distributed prior to meetings? ☒ Yes ☐ No

(2) Who attends? Refer to attached CHP 454

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? Refer to attached CHP 454

(1) Who schedules these meetings? Refer to attached CHP 454

(2) What is the commander's role? Refer to attached CHP 454

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED

X

ACTION REQUIRED

X

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☐ Yes ☒ No

(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

DATE: 02/16/2009

c454_506.pdf

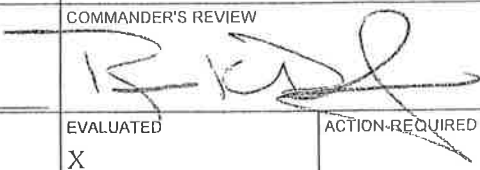

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA Bridgeport	DIVISION Inland	NUMBER 820
EVALUATED BY Dan Laza, Sgt		DATE 02/02/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY 	COMMANDER'S REVIEW DATE 2/17/09
1. MANAGEMENT FUNCTIONS		EVALUATED X	ACTION REQUIRED 

a. What functions of management were observed? **squad meetings, in/out box delegation, communications**

- | | |
|----------------------------|---|
| (1) Planning adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Organization adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Staffing adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Directing adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) Controlling adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Delegating adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

2. ORGANIZATION

EVALUATED X	ACTION REQUIRED	CORRECTED
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a. Current Organizational Chart?

☒ Yes ☐ No

(1) Lines of authority, responsibility, and training?

☒ Yes ☐ No

b. How are personnel informed of commander's absence? **MIS, e-mails, and calendars**

(1) Alternate assigned?

☒ Yes ☐ No

(2) Division notified via comm-net?

☒ Yes ☐ No

c. Have collateral duties been assigned to supervisors?

☒ Yes ☐ No

(1) Officers aware of assignments and/or changes?

☒ Yes ☐ No

d. How was efficiency of the organization tested? **all organization was tested during a lengthy absence of the Commander and only one Sergeant to cover administrative duties.**

e. Is there an appropriate span of control?

☒ Yes ☐ No

3. JOB DESCRIPTIONS

EVALUATED X	ACTION REQUIRED	CORRECTED
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a. Local procedure for periodic review?

☒ Yes ☐ No

(1) Date of last review update? **07/20/2008**

b. Authority limits explained?

☒ Yes ☐ No

c. Written job descriptions for positions?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

(1) Where are job descriptions kept? Area SOP

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Commander's methods to disseminate and receive information? emails, briefings, routing of MIS reports, squad meetings, etc

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? thank-you notes, commendables, and periodic awards for outstanding service during squad meetings

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☐ Yes ☒ No

(2) Lieutenant attend briefings?

☐ Yes ☒ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? via telephone, dispatch, emails

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED

X

ACTION REQUIRED

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

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b. How often are Area meetings held? monthly

(1) Who coordinates agenda? training officer, training sergeant, or commander (for staff meetings)

(2) Who takes minutes? OSSI

(3) Is action taken, with subsequent follow-up?

☒ Yes ☐ No

c. Are successive meetings held?

☐ Yes ☒ No

d. Are Top Management minutes discussed?

☒ Yes ☐ No

(1) Does commander support departmental programs?

☒ Yes ☐ No

(2) Do employees understand information disseminated?

☒ Yes ☐ No

e. Are special interest programs planned?

☒ Yes ☐ No

f. Are schedules arranged for maximum attendance?

☒ Yes ☐ No

(1) Is information conveyed to absent members?

☒ Yes ☐ No

g. What is the frequency of staff meetings? once a quarter

(1) Agendas distributed prior to meetings?

☐ Yes ☒ No

(2) Who attends? Commander, Sergeants, OSSI, ATM, Officer Rep

(3) Action taken, with subsequent follow-up?

☒ Yes ☐ No

h. Are sergeants-only meetings held?

☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? frequently on an informal basis

(1) Who schedules these meetings? clerical staff

(2) What is the commander's role? for input on issues.

(3) Action taken, with subsequent follow-up?

☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED
X

ACTION REQUIRED

CORRECTED

a. Is time spent on activities proportionate to importance?

☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours?

☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED
X

ACTION REQUIRED

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)?

☒ Yes ☐ No

(1) Does a library copy of all CIs exist?

☒ Yes ☐ No

(2) Employee groups notified prior to changing policy?

☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors?

☐ Yes ☒ No

(4) Managers/supervisors understand grievance/complaint procedures?

☒ Yes ☐ No

AREA Bishop	DIVISION Inland	NUMBER 825
EVALUATED BY Doris N. Morrison		DATE 02/17/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>P.A. Shearman</i> <i>DOM</i> DATE <i>2/23/09</i>
1. MANAGEMENT FUNCTIONS		EVALUATED	ACTION REQUIRED
			CORRECTED

a. What functions of management were observed?

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION	EVALUATED	ACTION REQUIRED	CORRECTED
a. Current Organizational Chart?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Lines of authority, responsibility, and training?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. How are personnel informed of commander's absence?	E-mail and briefing item.		
(1) Alternate assigned?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Division notified via comm-net?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Have collateral duties been assigned to supervisors?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Officers aware of assignments and/or changes?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. How was efficiency of the organization tested?	Quarterly audits.		

3. JOB DESCRIPTIONS	EVALUATED	ACTION REQUIRED	CORRECTED
a. Local procedure for periodic review?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Date of last review update?	01/10/2008		
b. Authority limits explained?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Written job descriptions for positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

(1) Where are job descriptions kept? Front office - clerical, SOP

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED

ACTION REQUIRED

CORRECTED

a. Commander's methods to disseminate and receive information? E-mail, briefing items, memos, and CHP 79 (Area route slip), verbal communication.

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Verbally and monthly evaluations on CHP 100 forms, CHP 112's, and annual 118's

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

THERE ARE NO FORMAL BRIEFINGS IN THE BISHOP AREA

☐ Yes ☒ No

(2) Lieutenant attend briefings?

THERE IS NO LIEUTENANT IN THE BISHOP AREA

☐ Yes ☒ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? Verbally, and via e-mail.

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED

ACTION REQUIRED

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

STATE OF CALIFORNIA
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AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION
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b. How often are Area meetings held? Scheduled bimonthly and when needed.

(1) Who coordinates agenda? Commander

(2) Who takes minutes? Supervisors assigned in rotation.

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☒ Yes ☐ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☒ Yes ☐ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☒ Yes ☐ No

g. What is the frequency of staff meetings? Bimonthly

(1) Agendas distributed prior to meetings? ☒ Yes ☐ No

(2) Who attends? All supervisors, uniformed, non-uniformed, and area union representative.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? Weekly

(1) Who schedules these meetings? Commander and non-uniformed supervisors.

(2) What is the commander's role? Oversee meetings, opens communications, discusses issues, operations and ways to improve communications and operations.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED

ACTION REQUIRED

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED

ACTION REQUIRED

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☒ Yes ☐ No

(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA Mojave	DIVISION Inland	NUMBER 830
EVALUATED BY Lt. Andria Witmer/OSSI Sandra Palmer		DATE 10/09/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 11/30/2009
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW <i>A. Witmer</i> <i>lt</i>
		DATE 10/09/2009

1. MANAGEMENT FUNCTIONS

a. What functions of management were observed? Scheduling, Staff meetings, suspense systems, files, communications

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Current Organizational Chart? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Lines of authority, responsibility, and training? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. How are personnel informed of commander's absence? Weekly e-mail to Chief, OSSI and Sergeants		
(1) Alternate assigned? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Division notified via comm-net? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Have collateral duties been assigned to supervisors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Officers aware of assignments and/or changes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
d. How was efficiency of the organization tested? Staff meetings were used to identify problems and establish auxiliary duties of the supervisors. Problems/solutions were solicited during Area training days, dealt with and the officers advised of Area actions.		
e. Is there an appropriate span of control? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

3. JOB DESCRIPTIONS

EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED
a. Local procedure for periodic review? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Date of last review update? 11/14/2008 * ACTION ITEM *		
b. Authority limits explained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Written job descriptions for positions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

(1) Where are job descriptions kept? Area SOP

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Commander's methods to disseminate and receive information? Briefings, e-mail, phone, routing documents to affected employees, Area and staff meetings, walking around, informal gatherings, coffee/meals, one-on-one meetings

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? in person, 100/112 form comments, training days, e-mail

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings? N/A - LIEUTENANT Command

☐ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed? E-MAIL IS USED

☐ Yes ☒ No

e. How is the commander kept informed of daily events? Sergeants' log, Public Information Officer (media), walking around, attends community meetings

f. Are photos on picture board current? * ACTION ITEM *

☐ Yes ☒ No

5. AREA AND STAFF MEETINGS

EVALUATED

Yes

ACTION REQUIRED

Yes

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

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b. How often are Area meetings held? Two days a month are set aside as Training Days so all employees can attend.

(1) Who coordinates agenda? Training Sergeant/Training Officer

(2) Who takes minutes? Not taken for Training Days since agenda is set by POST requirements.

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☐ Yes ☒ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☒ Yes ☐ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☐ Yes ☒ No * ACTION ITEM *

g. What is the frequency of staff meetings? Monthly

(1) Agendas distributed prior to meetings? ☐ Yes ☒ No

(2) Who attends? Area commander, sergeants, OSSI, and Unit 5 Area Representative

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? Not needed due to small staffing of 2 OAs and 1 OSSI - daily interaction

(1) Who schedules these meetings? If necessary, the OSSI

(2) What is the commander's role? Daily interaction and open door policy allows the non-uniformed to have constant access to the commander to assist with any matter which necessitates her input/problem resolution.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☒ Yes ☐ No

(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: Mojave	Division: Inland	Chapter: 1
Inspected by: Lt. Witmer and OSSI Palmer		Date: 10/09/2009

Page 2 of 2

Commander's Response: ☒ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None.

Required Action

Corrective Action Plan/Timeline

All of the following issues will be completed by November 30, 2009.

Management Functions (Controlling) – It was noted the sergeants were not consistent on making due dates on various projects. Each sergeant was provided a personal suspense file and an instruction sheet on how to suspense items to ensure they are completed by the due date. This issue is considered completed.

Job Descriptions – The special duty officers' duties were changed during the last few months to streamline certain processes. These need to be updated in the SOP. This will be assigned to Sergeant Vong for completion by the due date.


Communications – There have been promotions, transfers and retirements since the picture board has been last updated. The need to update the picture board was discussed with the responsible special duty officer, Officer Gohr. He will set up the Area office to take photos of those who are new to the Area and remove those from the picture board who are no longer assigned to the Area.

Area and Staff Meetings – The OSSI noted she has not seen Area Training Day information being routed to those officers who were absent. This issue will be discussed with the Area Training Officer to ensure this is corrected. Sergeant Fullmer (Training Sergeant) will be responsible for ensuring every officer/sergeant who misses a training day is apprised in writing of the material covered at the missed day.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE 	DATE 10/9/09
	INSPECTOR'S SIGNATURE 	DATE 10/9/09
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 10/26/09

AREA Needles	DIVISION Inland	NUMBER 834
EVALUATED BY S.C. Patton, #12702		DATE 02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 2/24/09

1. MANAGEMENT FUNCTIONS

a. What functions of management were observed?

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION

a. Current Organizational Chart?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Lines of authority, responsibility, and training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. How are personnel informed of commander's absence?	
(1) Alternate assigned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Division notified via comm-net?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Have collateral duties been assigned to supervisors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Officers aware of assignments and/or changes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. How was efficiency of the organization tested?	An arrest report was followed through the chain to the clerical staff.

e. Is there an appropriate span of control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

3. JOB DESCRIPTIONS

a. Local procedure for periodic review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Date of last review update?	
b. Authority limits explained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Written job descriptions for positions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

(1) Where are job descriptions kept? In the Area SOP

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED

ACTION REQUIRED

CORRECTED

Yes

a. Commander's methods to disseminate and receive information?

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments?

b. Good up and down flow of information within Area?

☐ Yes ☒ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☐ Yes ☒ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☐ Yes ☒ No

(5) Officers to supervisors?

☐ Yes ☒ No

(6) Officers to commander through chain of command?

☐ Yes ☒ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☐ Yes ☐ No

d. Is the information system effective?

☐ Yes ☒ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☐ Yes ☒ No

e. How is the commander kept informed of daily events? Directly by the supervisors or via telephone and E-mail in his absence.

f. Are photos on picture board current?

☐ Yes ☒ No

5. AREA AND STAFF MEETINGS

EVALUATED

ACTION REQUIRED

CORRECTED

No

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

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b. How often are Area meetings held? At least quarterly or more frequently if required

(1) Who coordinates agenda? Training Officer and Sergeant Ahrens

(2) Who takes minutes? N/A

(3) Is action taken, with subsequent follow-up?

☐ Yes ☒ No

c. Are successive meetings held?

☐ Yes ☒ No

d. Are Top Management minutes discussed?

☒ Yes ☐ No

(1) Does commander support departmental programs?

☒ Yes ☐ No

(2) Do employees understand information disseminated?

☒ Yes ☐ No

e. Are special interest programs planned?

☒ Yes ☐ No

f. Are schedules arranged for maximum attendance?

☒ Yes ☐ No

(1) Is information conveyed to absent members?

☒ Yes ☐ No

g. What is the frequency of staff meetings? Usually quarterly.

(1) Agendas distributed prior to meetings?

☐ Yes ☒ No

(2) Who attends? Commander, Sergeants, Area Representative, Office Assistants, Auto Tech. and Special Duty Officers

(3) Action taken, with subsequent follow-up?

☒ Yes ☐ No

h. Are sergeants-only meetings held?

☐ Yes ☒ No

i. What is the frequency of nonuniformed meetings?

(1) Who schedules these meetings?

(2) What is the commander's role?

(3) Action taken, with subsequent follow-up?

☐ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED

ACTION REQUIRED

CORRECTED

No

a. Is time spent on activities proportionate to importance?

☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours?

☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED

ACTION REQUIRED

CORRECTED

No

a. Does the commander comply with Contract Interpretations (CI)?

☒ Yes ☐ No

(1) Does a library copy of all CIs exist?

☒ Yes ☐ No

(2) Employee groups notified prior to changing policy?

☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors?


☐ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures?

☒ Yes ☐ No

AREA Barstow	DIVISION Inland	NUMBER 835
EVALUATED BY Lieutenant J. Klug, #10212		DATE 02/17/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		COMMANDER'S REVIEW 
<input type="checkbox"/> Correction Report BY		DATE 02/17/2009
1. MANAGEMENT FUNCTIONS		EVALUATED Yes
		ACTION REQUIRED No
		CORRECTED

a. What functions of management were observed?

- | | |
|----------------------------|---|
| (1) Planning adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Organization adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Staffing adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) Directing adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) Controlling adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Delegating adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

2. ORGANIZATION

EVALUATED Yes	ACTION REQUIRED	CORRECTED
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a. Current Organizational Chart?

☒ Yes ☐ No

(1) Lines of authority, responsibility, and training?

☒ Yes ☐ No

b. How are personnel informed of commander's absence?

(1) Alternate assigned?

☒ Yes ☐ No

(2) Division notified via comm-net?

☒ Yes ☐ No

c. Have collateral duties been assigned to supervisors?

☒ Yes ☐ No

(1) Officers aware of assignments and/or changes?

☒ Yes ☐ No

d. How was efficiency of the organization tested? The Area conducts periodic reviews of its organizational structure to include input from all levels within the command.

e. Is there an appropriate span of control?

☒ Yes ☐ No

3. JOB DESCRIPTIONS

EVALUATED Yes	ACTION REQUIRED	CORRECTED
------------------	-----------------	-----------

a. Local procedure for periodic review?

☐ Yes ☒ No

(1) Date of last review update?

b. Authority limits explained?

☒ Yes ☐ No

c. Written job descriptions for positions?

☒ Yes ☐ No

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(1) Where are job descriptions kept? Job descriptions are kept on each non-uniformed, management and special duty desk. An electronic copy is available in the I drive under clerical.

(2) Has cross training been conducted? ☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED	ACTION REQUIRED	CORRECTED
Yes		

a. Commander's methods to disseminate and receive information? Staff meetings, Area Training days, briefings, informal group meetings with dispatchers and clerical units.

(1) Does the commander use both formal and informal channels? ☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Face to face discussions, e-mails and documented commendations.

b. Good up and down flow of information within Area? ☒ Yes ☐ No

(1) Commander to supervisors? ☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants? ☒ Yes ☐ No

(3) Supervisors to commander? ☒ Yes ☐ No

(4) Supervisors to officers? ☒ Yes ☐ No

(5) Officers to supervisors? ☒ Yes ☐ No

(6) Officers to commander through chain of command? ☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees? ☒ Yes ☐ No

(8) Suggestions for improvement made/tested? ☒ Yes ☐ No

c. Commander and supervisors available for counseling? ☒ Yes ☐ No

(1) Commander attend briefings? ☒ Yes ☐ No

(2) Lieutenant attend briefings? ☒ Yes ☐ No

d. Is the information system effective? ☒ Yes ☐ No

(1) Are personnel aware of current projects? ☒ Yes ☐ No

(2) Weekly correspondence routed? ☒ Yes ☐ No

e. How is the commander kept informed of daily events? Through meetings with PIO, supervisors, managers and review of supervisor's daily log.

f. Are photos on picture board current? ☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED	ACTION REQUIRED	CORRECTED
Yes		

a. Commander or facilitator/manager adequately prepared for meetings? ☒ Yes ☐ No

(1) Do meetings begin on time? ☒ Yes ☐ No

(2) Is there an agenda? ☐ Yes ☒ No

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b. How often are Area meetings held? Bi-monthly

(1) Who coordinates agenda? Training Officer and Training Supervisor

(2) Who takes minutes? Training Officer

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☒ Yes ☐ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☒ Yes ☐ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☒ Yes ☐ No

g. What is the frequency of staff meetings? Bi-monthly

(1) Agendas distributed prior to meetings? ☐ Yes ☒ No

(2) Who attends? All Area supervisors and employee union representatives

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? Semi-annually

(1) Who schedules these meetings? Unit supervisors

(2) What is the commander's role? Discusses issues of statewide and local concern and answers employees' questions.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☒ Yes ☐ No


(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

AREA Riverside	DIVISION Inland	NUMBER 840
EVALUATED BY Sergeant D. Lane, #10734		DATE 02/10/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 02/20/2009	
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 2/18/09
1. MANAGEMENT FUNCTIONS		EVALUATED 02/08/2009	ACTION REQUIRED No CORRECTED

a. What functions of management were observed?

- | | |
|----------------------------|---|
| (1) Planning adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) Organization adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) Staffing adequate? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| (4) Directing adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (5) Controlling adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| (6) Delegating adequate? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

2. ORGANIZATION	EVALUATED 02/08/2009	ACTION REQUIRED No	CORRECTED
a. Current Organizational Chart?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Lines of authority, responsibility, and training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. How are personnel informed of commander's absence? See CHP 454 attached.			
(1) Alternate assigned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Division notified via comm-net?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Have collateral duties been assigned to supervisors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Officers aware of assignments and/or changes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
d. How was efficiency of the organization tested? The strategic plan, Area goals, and internal audits were reviewed. Interviews of uniformed and non-uniformed personnel from all ranks were interviewed.			
e. Is there an appropriate span of control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

3. JOB DESCRIPTIONS	EVALUATED 02/08/2009	ACTION REQUIRED No	CORRECTED
a. Local procedure for periodic review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Date of last review update? July 2008			
b. Authority limits explained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Written job descriptions for positions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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(1) Where are job descriptions kept? All job descriptions are located in the Area Standard Operating Procedures (SOP).

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED
02/09/2009

ACTION REQUIRED
No

CORRECTED

a. Commander's methods to disseminate and receive information? See CHP 454 attached.

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? See CHP 454 attached.

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? Area sergeant's log, cellular telephone, e-mail, daily contact with supervisors, managers and Area personnel. Formal and informal staff meetings as appropriate.

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED
02/08/2009

ACTION REQUIRED
No

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

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b. How often are Area meetings held? Every other month.

(1) Who coordinates agenda? Area Training Officer

(2) Who takes minutes? No formal minutes are recorded during Area Meetings/Training Days.

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☒ Yes ☐ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☒ Yes ☐ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☒ Yes ☐ No

g. What is the frequency of staff meetings? Every other month following the Division Area Commanders Conference.

(1) Agendas distributed prior to meetings? ☒ Yes ☐ No

(2) Who attends? Commander, Lieutenants, Sergeants, and the OSS I. The Area CAHP Representative, PAO, Auto Tech and a non uniformed representative are all invited to attend and express items of interest or concern.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? Formally as needed; informally on a weekly basis.

(1) Who schedules these meetings? The OSS I schedules formal meetings. The Area Commander meets informally weekly.

(2) What is the commander's role? The Commander provides input on items of interest and fields questions from the staff.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED
02/09/2009

ACTION REQUIRED
No

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED
02/09/2009

ACTION REQUIRED
No

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☒ Yes ☐ No

(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

AREA Victorville	DIVISION Inland	NUMBER
EVALUATED BY M. Sunscri		DATE 02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 02/20/2009
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW D. Rich <i>J. Rich</i>
		DATE 2/23/09
1. MANAGEMENT FUNCTIONS		
EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. What functions of management were observed?

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Current Organizational Chart? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Lines of authority, responsibility, and training? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. How are personnel informed of commander's absence?		
(1) Alternate assigned? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(2) Division notified via comm-net? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Have collateral duties been assigned to supervisors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Officers aware of assignments and/or changes? <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. How was efficiency of the organization tested? Fatal Accident Review: Investigating Officer to AI Officer to Sergeant to Area Commander.		
e. Is there an appropriate span of control? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

3. JOB DESCRIPTIONS

EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Local procedure for periodic review? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(1) Date of last review update? 01/01/2008		
b. Authority limits explained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
c. Written job descriptions for positions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

(1) Where are job descriptions kept? Area SOP

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Commander's methods to disseminate and receive information? Area Training Days, Area Staff Meetings, Dept. E-Mail.

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Commander Commendations,

Commendable Form 2, CHP 100 comments, CHP 118(S)

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? CHP MIS review, Personal Notifications by Supervisors, Review of Sgt. Log,

CHP 100 and 112 review.

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

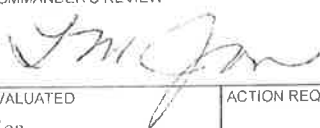
☒ Yes ☐ No

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b. How often are Area meetings held? Every other month.			
(1) Who coordinates agenda? Training Sergeant and Training Officer			
(2) Who takes minutes? Area Training Officer			
(3) Is action taken, with subsequent follow-up?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Are successive meetings held? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
d. Are Top Management minutes discussed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Does commander support departmental programs?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Do employees understand information disseminated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. Are special interest programs planned? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
f. Are schedules arranged for maximum attendance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
(1) Is information conveyed to absent members?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. What is the frequency of staff meetings? Quarterly			
(1) Agendas distributed prior to meetings?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Who attends? Area Commander, Assistant Chief (occasion) All Area Sergeants, Area OSS1, Area Representative (designated portion of meeting)			
(3) Action taken, with subsequent follow-up?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
h. Are sergeants-only meetings held? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
i. What is the frequency of nonuniformed meetings? Monthly or every other Month (informal breakfast)			
(1) Who schedules these meetings? Area OSS1 or Area Administrative Sergeant			
(2) What is the commander's role? Support, review of concerns.			
(3) Action taken, with subsequent follow-up?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. MANAGEMENT OF TIME	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Is time spent on activities proportionate to importance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Commander/lieutenant/sergeants available other than business hours?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. COLLECTIVE BARGAINING	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does the commander comply with Contract Interpretations (CI)?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Does a library copy of all CIs exist?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Employee groups notified prior to changing policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Employee contract training for nonuniformed supervisors?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Managers/supervisors understand grievance/complaint procedures?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA Rancho Cucamonga	DIVISION Inland	NUMBER
EVALUATED BY Lt. Mark Roe		DATE 02/19/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 02/15/2009	
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		COMMANDER'S REVIEW 	DATE 2-19-2009
BY _____		EVALUATED Yes	ACTION REQUIRED CORRECTED

1. MANAGEMENT FUNCTIONS

a. What functions of management were observed?

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION

EVALUATED Yes	ACTION REQUIRED	CORRECTED
a. Current Organizational Chart?		
(1) Lines of authority, responsibility, and training?		
b. How are personnel informed of commander's absence? Via e-mail and work of mouth.		
(1) Alternate assigned?		
(2) Division notified via comm-net?		
c. Have collateral duties been assigned to supervisors?		
(1) Officers aware of assignments and/or changes?		
d. How was efficiency of the organization tested? All fatality and officer involved traffic collisions are routed through the Accident Review Officer, the on-scene sergeant, a Lieutenant, and the Area Commander.		
e. Is there an appropriate span of control?		

3. JOB DESCRIPTIONS

EVALUATED Yes	ACTION REQUIRED	CORRECTED
a. Local procedure for periodic review?		
(1) Date of last review update? March 13, 2008.		
b. Authority limits explained?		
c. Written job descriptions for positions?		

(1) Where are job descriptions kept? At each desk position.

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Commander's methods to disseminate and receive information?

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Through the CHP 100, CHP 118, CHP2, Commander's Commendations, and through one on conversations.

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☐ Yes ☒ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? Through the Sergeant's Log, e-mail, and verbally through the chain of command and/or with direct one on one conversation.

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

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b. How often are Area meetings held? Monthly.

(1) Who coordinates agenda? The Area Commander.

(2) Who takes minutes? Sergeant on a rotating basis.

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☒ Yes ☐ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☐ Yes ☒ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☒ Yes ☐ No

g. What is the frequency of staff meetings? Monthly.

(1) Agendas distributed prior to meetings? ☐ Yes ☒ No

(2) Who attends? The Area Commander, Lieutenants, Sergeants, the Area Representative, and the Office Services Supervisor.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? Quarterly.

(1) Who schedules these meetings? The Office Services Supervisor.

(2) What is the commander's role? When available, she attends to discuss pertinent items and to talk with the clerical staff.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED
Yes

ACTION REQUIRED

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☒ Yes ☐ No

(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

AREA San Bernardino	DIVISION Inland	NUMBER 860
EVALUATED BY Sergeant James Fonseca, #13303		DATE 02/16/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 02/18/2009	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW Esmeralda L. Falat
			DATE 02/19/2009
1. MANAGEMENT FUNCTIONS		EVALUATED Yes	ACTION REQUIRED Yes
			CORRECTED

a. What functions of management were observed?

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Current Organizational Chart?

(1) Lines of authority, responsibility, and training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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b. How are personnel informed of commander's absence? MIS, e-mail, verbal

(1) Alternate assigned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Division notified via comm-net?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

c. Have collateral duties been assigned to supervisors?

(1) Officers aware of assignments and/or changes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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d. How was efficiency of the organization tested? Viewing schedules, training, deployment of field personnel and special duty, o/t and

grant details, Activity, and Mileage Death Rate.

e. Is there an appropriate span of control?

3. JOB DESCRIPTIONS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
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a. Local procedure for periodic review?

(1) Date of last review update? on going at annual evaluations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

b. Authority limits explained?

c. Written job descriptions for positions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

(1) Where are job descriptions kept? Area S. O. P. Chapter 1

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Commander's methods to disseminate and receive information? Sergeants log, briefing items, training days, briefings, e-mail, MIS, staff meetings, sergeant collateral duties.

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Commendable form 2's, 100 form comments, training day acknowledgement, submits names for appropriate departmental sponsored awards.

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? Sgts. log, e-mail, weekly meetings with Lts., staff meetings, training days, briefings, talking with employees one on one.

f. Are photos on picture board current?

☒ Yes ☐ No

5. AREA AND STAFF MEETINGS

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**AREA ADMINISTRATION**

CHP 453A (Rev. 5-06) OPI 009

b. How often are Area meetings held? As deemed necessary

(1) Who coordinates agenda? Training officer for area meetings and designated Sergeant for staff meeting.

(2) Who takes minutes? No minutes are taken at training days. At staff meetings, minutes are taken and disseminated by a sergeant.

(3) Is action taken, with subsequent follow-up?

☒ Yes ☐ No

c. Are successive meetings held?

☒ Yes ☐ No

d. Are Top Management minutes discussed?

☒ Yes ☐ No

(1) Does commander support departmental programs?

☒ Yes ☐ No

(2) Do employees understand information disseminated?

☒ Yes ☐ No

e. Are special interest programs planned?

☒ Yes ☐ No

f. Are schedules arranged for maximum attendance?

☒ Yes ☐ No

(1) Is information conveyed to absent members?

☒ Yes ☐ No

g. What is the frequency of staff meetings? Quarterly

(1) Agendas distributed prior to meetings?

☐ Yes ☒ No

(2) Who attends? Captain, Lieutenants, OSSI, Sergeants, Acting Sergeants, Area Rep(s). Agenda items disseminated prior to meeting via e-mail or verbal to sergeant assigned to taking minutes.

(3) Action taken, with subsequent follow-up?

☒ Yes ☐ No

h. Are sergeants-only meetings held?

☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? 3-4 times annually

(1) Who schedules these meetings? OSSI, Captain, clerical personnel

(2) What is the commander's role? To disseminate information from DACCs, and departmental meetings. Assist with information clarification if needed. Support to the unit and supervisor.

(3) Action taken, with subsequent follow-up?

☒ Yes ☐ No**6. MANAGEMENT OF TIME**EVALUATED
YesACTION REQUIRED
No

CORRECTED

a. Is time spent on activities proportionate to importance?

☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours?

☒ Yes ☐ No**7. COLLECTIVE BARGAINING**EVALUATED
YesACTION REQUIRED
No

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)?

☒ Yes ☐ No

(1) Does a library copy of all CIs exist?

☐ Yes ☒ No

(2) Employee groups notified prior to changing policy?

☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors?

☒ Yes ☐ No


(4) Managers/supervisors understand grievance/complaint procedures?

☒ Yes ☐ No

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: San Bernardino	Division: Inland Division	Chapter: One (1)
Inspected by: Sergeant James Fonseca		Date: 02/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input checked="" type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		<input type="checkbox"/> Corrective Action Plan Included/ <input type="checkbox"/> Appeal Included <input checked="" type="checkbox"/> Attachments Included	
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: INLAND DIVISION Due Date: _____	Commander's Signature: 	Date: 02/19/2009
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

Inspector's Findings:

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: San Bernardino	Division: Inland Division	Chapter: One (1)
Inspected by: Sergeant James Fonseca		Date: 02/16/2009

Page 2

Commander's Response:

Staffing continues to be a statewide issue. The San Bernardino Area has not had seen an increase in staffing although population growth and the number of commuters traveling through this area continues to increase. Area is aware that this is a statewide problem and help is on the way. In the meantime, Area will continue to provide the best possible service with the resources it has available.

Inspector's Comments:

Required Action

Corrective Action Plan/Timeline

Area has submitted requests for (2) additional Sergeants, (13) additional officers and (1) additional office assistant. This was submitted to Division in February 2009, via the budget proposal report. The timeline will be dependant on the staffing matrix when the personnel are available.

Area will implement a process to have an agenda in place whenever a staff meeting is scheduled. This will occur immediately.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command: San Bernardino	Division: Inland Division	Chapter: One (1)
Inspected by: Sergeant James Fonseca		Date: 02/16/2009

Page 3

Appeal Process: *(Appeals shall be filed within five (5) business days of the completed chapter inspection).*

Commander's Basis for Appeal:

Appeal Review/Decision: *(This shall be the only level of appeal).*

Lead Inspector's Signature:

Date:

Responding Commander's Signature (for appeal):

Date:

AREA Arrowhead	DIVISION Inland	NUMBER
EVALUATED BY K. Martin		DATE 02/13/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 3-31-2009
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW RL Sanden DATE 2/20/2009

1. MANAGEMENT FUNCTIONS

a. What functions of management were observed?

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION

a. Current Organizational Chart?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Lines of authority, responsibility, and training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. How are personnel informed of commander's absence?	Personnel are notified through Departmental e-mail and the MIS system.
(1) Alternate assigned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Division notified via comm-net?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Have collateral duties been assigned to supervisors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Officers aware of assignments and/or changes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. How was efficiency of the organization tested?	The Area frequently is subject to a variety natural disasters including fires, flooding, snow storms, and avalanches. This requires the utmost in preparation and communication between the commander and staff.
e. Is there an appropriate span of control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

3. JOB DESCRIPTIONS

a. Local procedure for periodic review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Date of last review update?	01/07/2008. The SOP is currently under review and is being updated.
b. Authority limits explained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Written job descriptions for positions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**AREA ADMINISTRATION**

CHP 453A (Rev. 5-06) OPI 009

(1) Where are job descriptions kept? Job descriptions are outlined in the Area's SOP.

(2) Has cross training been conducted?

☒ Yes ☐ No**4. COMMUNICATIONS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Commander's methods to disseminate and receive information? The Commander or his alternate speaks with Area personnel at training days. He meets with the CAHP Rep, prepares briefing items, utilizes the MIS System, E-mail, and staff meetings.

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? The Commander utilizes Departmental awards, 100 form comments, and commendable CHP Form 2 to recognize accomplishments.

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☐ Yes ☒ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? The Commander utilizes the sergeants daily log and monitors the Copper radio.

Sergeants and the Office Supervisor contact the Commander of any noteworthy events, road closures, and arrests/collisions.

f. Are photos on picture board current?

☒ Yes ☐ No**5. AREA AND STAFF MEETINGS**

EVALUATED

Yes

ACTION REQUIRED

No

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION
CHP 453A (Rev. 5-06) OPI 009

b. How often are Area meetings held? Staff meeting are held monthly. Area meetings are held at least quarterly.

(1) Who coordinates agenda? The Area Commander plans and coordinates the agenda for all meetings.

(2) Who takes minutes? The Office Supervisor and Area sergeants take meeting minutes.

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☒ Yes ☐ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☒ Yes ☐ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☒ Yes ☐ No

g. What is the frequency of staff meetings? Staff meetings are held monthly.

(1) Agendas distributed prior to meetings? ☒ Yes ☐ No

(2) Who attends? The Commander, OSS I, and sergeants attend all staff meetings. The Area CAHP Representative is invited to staff meetings to address concerns or discuss other pertinent matters.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☐ Yes ☒ No

i. What is the frequency of nonuniformed meetings? Non-uniformed meetings are held quarterly.

(1) Who schedules these meetings? The Commander in conjunction with the Office Supervisor schedules all meetings.

(2) What is the commander's role? The Commander facilitates and addresses concerns expressed by non-uniform personnel.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☒ Yes ☐ No

(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

DATE: 02/13/2009

c454 506.pdf

AREA	DIVISION	NUMBER
Morongo Basin - 870	Inland	
EVALUATED BY		DATE
J. Arnsward, #11974		02/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> Correction Report BY	COMMANDER'S REVIEW T. I. Sturges DATE 02/23/2009

1. MANAGEMENT FUNCTIONS

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	Yes	

a. What functions of management were observed? Directing, Controlling, Delegation, Staffing, Organization.

(1) Planning adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Organization adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Staffing adequate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Directing adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Controlling adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(6) Delegating adequate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

2. ORGANIZATION

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

a. Current Organizational Chart?

☒ Yes ☐ No

(1) Lines of authority, responsibility, and training?

☒ Yes ☐ No

b. How are personnel informed of commander's absence? Supervision, special duty, and clerical staff are informed prior to absence.

(1) Alternate assigned?

☒ Yes ☐ No

(2) Division notified via comm-net?

☒ Yes ☐ No

c. Have collateral duties been assigned to supervisors?

☒ Yes ☐ No

(1) Officers aware of assignments and/or changes?

☒ Yes ☐ No

d. How was efficiency of the organization tested? Officers understood and were aware of the location of the organizational chart. List of supervisors' collateral duties was posted and available to all office staff.

e. Is there an appropriate span of control?

☒ Yes ☐ No

3. JOB DESCRIPTIONS

EVALUATED	ACTION REQUIRED	CORRECTED
Yes	No	

a. Local procedure for periodic review?

☒ Yes ☐ No

(1) Date of last review update? 11/12/2008

b. Authority limits explained?

☒ Yes ☐ No

c. Written job descriptions for positions?

☒ Yes ☐ No

(1) Where are job descriptions kept? Job descriptions are located in Area Standard Operating Procedures (SOP).

(2) Has cross training been conducted?

☒ Yes ☐ No

4. COMMUNICATIONS

EVALUATED
Yes

ACTION REQUIRED
Yes

CORRECTED

a. Commander's methods to disseminate and receive information? Personal interaction with Area personnel during staff meetings, shift briefings, training days, and ride-alongs.

(1) Does the commander use both formal and informal channels?

☒ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments? Personal contact during staff meetings, shift briefings, training days. Accomplishments are also noted by Commander on the CHP 100, CHP 2, and departmental awards.

b. Good up and down flow of information within Area?

☒ Yes ☐ No

(1) Commander to supervisors?

☒ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants?

☒ Yes ☐ No

(3) Supervisors to commander?

☒ Yes ☐ No

(4) Supervisors to officers?

☒ Yes ☐ No

(5) Officers to supervisors?

☒ Yes ☐ No

(6) Officers to commander through chain of command?

☒ Yes ☐ No

(7) Between uniformed/nonuniformed employees?

☒ Yes ☐ No

(8) Suggestions for improvement made/tested?

☒ Yes ☐ No

c. Commander and supervisors available for counseling?

☒ Yes ☐ No

(1) Commander attend briefings?

☒ Yes ☐ No

(2) Lieutenant attend briefings?

☒ Yes ☐ No

d. Is the information system effective?

☒ Yes ☐ No

(1) Are personnel aware of current projects?

☒ Yes ☐ No

(2) Weekly correspondence routed?

☒ Yes ☐ No

e. How is the commander kept informed of daily events? Area supervisors, clerical staff, and special duty officers keep the Commander well-informed through: daily personal contact, telephonically, e-mail, sergeants' log, comm-nets, info bulletins, management memos.

f. Are photos on picture board current?

☐ Yes ☒ No

5. AREA AND STAFF MEETINGS

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Commander or facilitator/manager adequately prepared for meetings?

☒ Yes ☐ No

(1) Do meetings begin on time?

☒ Yes ☐ No

(2) Is there an agenda?

☒ Yes ☐ No

b. How often are Area meetings held? Area Occupational Safety meetings held quarterly. Staff meetings held after each DACC.

(1) Who coordinates agenda? Area Occupational Safety Coordinator and Area supervisors.

(2) Who takes minutes? Area Occupational Safety Coordinator and Area supervisors.

(3) Is action taken, with subsequent follow-up? ☒ Yes ☐ No

c. Are successive meetings held? ☒ Yes ☐ No

d. Are Top Management minutes discussed? ☒ Yes ☐ No

(1) Does commander support departmental programs? ☒ Yes ☐ No

(2) Do employees understand information disseminated? ☒ Yes ☐ No

e. Are special interest programs planned? ☒ Yes ☐ No

f. Are schedules arranged for maximum attendance? ☒ Yes ☐ No

(1) Is information conveyed to absent members? ☒ Yes ☐ No

g. What is the frequency of staff meetings? Staff meetings are normally held after each DACC.

(1) Agendas distributed prior to meetings? ☒ Yes ☐ No

(2) Who attends? Area Commander, supervisors, Area CAHP Representative, and clerical supervisor.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

h. Are sergeants-only meetings held? ☒ Yes ☐ No

i. What is the frequency of nonuniformed meetings? At least quarterly.

(1) Who schedules these meetings? Area Commander.

(2) What is the commander's role? Facilitating the meetings and preparing the agendas.

(3) Action taken, with subsequent follow-up? ☒ Yes ☐ No

6. MANAGEMENT OF TIME

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Is time spent on activities proportionate to importance? ☒ Yes ☐ No

b. Commander/lieutenant/sergeants available other than business hours? ☒ Yes ☐ No

7. COLLECTIVE BARGAINING

EVALUATED
Yes

ACTION REQUIRED
No

CORRECTED

a. Does the commander comply with Contract Interpretations (CI)? ☒ Yes ☐ No

(1) Does a library copy of all CIs exist? ☒ Yes ☐ No

(2) Employee groups notified prior to changing policy? ☒ Yes ☐ No

(3) Employee contract training for nonuniformed supervisors? ☒ Yes ☐ No

(4) Managers/supervisors understand grievance/complaint procedures? ☒ Yes ☐ No

CHP 454 (Rev. 5-06) OPI 009

DATE: 02/23/2009

[illegible]